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**FALCON STADIUM PRESS BOX OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ USAFA/AHSSS  
(Mr. Michael Wehrmann)  
Supersedes USAFAI 34-201, 12 August 2001

Certified by: HQ USAFA/AHS  
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This instruction implements AFD 34-2, *Managing Nonappropriated Funds*, and references AFI 34-201/USAFA Supplement 1, *Use of Nonappropriated Funds (NAFs)*, by establishing the procedures and restrictions for use of the Falcon Stadium Press Box for social and official functions and the management of the nonappropriated funds generated through use of the facility for special functions. It applies to all organizations or private groups that use the facility.

**SUMMARY OF REVISIONS**

Added submission of a request letter for use of the Falcon Press Box (paragraph 3.); clarified waiver fees (paragraph 4.1.).

**1. Overview.** The press box is a nonappropriated fund constructed, operated, and maintained entity of the Air Force Academy Athletic Association (AFAAA). Accordingly, its use is governed by the objectives of AFI 34-201/USAFA Supplement 1. These objectives are to provide a medium through which the general public can be exposed to the United States Air Force Academy (USAFA), to enhance the public image of the United States Air Force (USAF) and the USAFA, and to supplement the appropriated funds required to operate the USAFA athletic program. The fee structure is established to ensure that all operating costs, including, but not limited to, personnel (including overtime), setup, cleanup, utilities, snow removal (when necessary), and allowance for replacement of equipment and furnishings, are defrayed by users.

**2. Press Box Usage.** The press box may be used for the following:

- 2.1. Functions sponsored by the Athletic Department (HQ USAFA/AH) including marketing, development, promotions, sponsorship, and AFAAA fundraising events.
- 2.2. Functions sponsored by USAFA organizations.

2.3. Other events and functions (including those of agencies and organizations outside the USAFA) where determined appropriate and approved as outlined in paragraphs 3. and 6.

**3. Request Letter** . A letter of request must be mailed to Falcon Stadium, HQ USAFA/AHSSS, 2169 Field House Drive, Suite# 111, USAF Academy CO 80840-9500, a minimum of 2 weeks prior to desired use date for approval by the Stadium Manager (HQ USAFA/AHSSS). Requests will not be accepted more than 6 months prior to the date of the event with the exception of Athletic Department/AFAAA events. Prior to submitting the request form, call the Stadium Office at (719) 333-1151 to verify the date availability for the function. The letter will include the following information:

- 3.1. Type of event.
- 3.2. Expected number of attendees.
- 3.3. Date and time.
- 3.4. Catering arrangements.
- 3.5. POC and telephone number in case of questions regarding the event.

**4. Use Fees.** A use fee and deposit are required for all groups except Department of Athletics sponsored events. Current fees may be obtained by calling the Stadium Office at (719) 333-1151 or by accessing the Department of Athletics web page, <http://www.airforcesports.com>. A deposit is required at the time of facility use approval and is refundable up to 3 weeks prior to the event. The deposit should be paid by check made payable to the AFAAA. This deposit will be credited against the actual charges provided the facility and equipment are not damaged. All charges will be settled at the completion of the event. Mail the deposit check to Falcon Stadium, HQ USAFA/AHSSS, 2169 Field House Drive, Suite# 111, USAF Academy, CO 80840-9500.

**4.1. Fee Waiver.** Fees will not be waived except for official Athletic Department sponsored events, the Superintendent's pre-graduation reception, and off cycle cadet graduations. Commercial sponsors requesting the facility through Marketing and Development (HQ USAFA/AHX) will comply with the terms and conditions of the approved partnership agreement with the US government (signed by a 10th Logistics Contracting Officer). The Partnership Agreement will be presented when the request for the use of the facility is completed. Athletic Department sponsored functions include, game day activities, fund raising events, sports luncheons, Director's Calls, training functions for the Athletic Department, recruiting functions, team banquets, award ceremonies, etc. Fees may not be waived for retirement ceremonies and change-of-command ceremonies or any expense deemed a personal obligation for Department of Defense personnel in accordance with AFI 65-603, Official Representation Funds—Guidance and Procedures, paragraph 5.

**4.2. Fee Schedule.** The use fee and deposit rate schedule will be reviewed annually by the Stadium Manager for cost effectiveness and approved by the Director/Vice Director of Athletics.

**5. Equipment.** The user must provide any additional furnishings or equipment, other than what is already in the Press Box. No food preparation facilities are available in the Press Box.

**6. Approval/Use.** Once the request letter has been processed and approved, an approval letter and USAFA Form 2, **Falcon Stadium Press Box Reservation Request**, will be sent to the requesting agency. This letter will confirm the approval of the event and include the date and time scheduled for use of the

facility. The letter will contain specific and estimated charges that will be incurred by the requestor and any restrictions, instructions, or responsibilities the user must adhere to.

**7. Blackout Dates.** The Press Box is not available on the following dates due to recurring commitments:

7.1. Friday nights before Saturday home football games.

7.2. Home Game days.

7.3. Saturdays during the first 3 weeks of December and all Saturdays during the months of January and February.

**8. Alcoholic Beverages.** Alcoholic beverages are permitted in the Press Box in accordance with AFI 34-219/USAFA Supplement 1, *Alcoholic Beverages Program*.

**9. Form Prescribed.** USAFA Form 2, **Falcon Stadium Press Box Reservation Request**.

RANDALL W. SPETMAN, Colonel, USAF  
Director of Athletics